

 ROSWELL PARK <small>COMPREHENSIVE CANCER CENTER</small>	Roswell Park Comprehensive Cancer Center Policy and Procedure	Date Issued: 10/1/2006	Number: 103.1
Title: Non-retaliation Policy		Revision: 9	Effective Date: 3/17/2025
Prepared by: Corporate Compliance Officer and Chief Employee Advocacy and Fairness Officer and Associate General Counsel		Approved by: Michael B. Sexton, Chief Legal Officer	Page: 1 of 3

A. GENERAL STATEMENT OF POLICY

It is the goal of the Roswell Park Comprehensive Cancer Center (Roswell Park) to promote the highest standards of ethical and legal conduct. Roswell Park prohibits retaliation, intimidation, retribution, or harassment against employees who, in good faith, report instances of illegal conduct, regulatory non-compliance, ethical violations, discrimination, harassment, or sexual harassment, and any other compliance concerns.

B. SCOPE

This policy applies to all members of the workforce on the Roswell Park campus, including employees of Roswell Park, Health Research Inc., Roswell Park Division (HRI), and the Alliance Foundation as well as administrators, board members, faculty, staff, students, visitors, patients, trainees, volunteers, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with Roswell Park. The term "*covered individual*" refers to these individuals who are not Roswell Park's direct employees. This policy applies to all employees and covered individuals, and all must follow and uphold this policy.

C. ADMINISTRATION

This policy and procedure will be administered by the Roswell Park Corporate Compliance Office, the Department of Employee Advocacy and Fairness, and the Department of Human Resource Management through all departments, as individual situations and issues raised may require.

D. POLICY/ PROCEDURE

1. Roswell Park encourages open and candid discussions of employee problems and concerns, and provides multiple venues for employees to report situations or instances in which they believe laws, regulations or policies have been violated, or other instances of misconduct, discrimination or violating policies and/or standards of conduct. Members of the Roswell Park workforce are responsible for promptly reporting actual or potential wrongdoing, including an actual or potential violation of a law, regulation, policy or procedure, or unethical behavior. In fact, failure to report known violations may be grounds for disciplinary action. Members of the Roswell Park workforce who make such reports will be protected from retaliation or other adverse consequences, as provided in this policy.

2. Members of the Roswell Park workforce with knowledge of actual or potential wrongdoing, misconduct, or violations of the Roswell Park compliance plan, or who have a concern or problem regarding compliance are to report the matter in a timely manner to at least one of the following internal resources, including:
 - a. The employee's supervisor
 - b. Any manager or administrator
 - c. Roswell Park 's Compliance Officer by email to kathy.mastrobattista@roswellpark.org: or by telephone 716-845-8413, or
 - d. The Roswell Park Corporate Compliance **HOTLINE at 7 1 6 - 845-3566**
 - e. Employee and Labor Relations Office
 - f. For academic matters, the Department of Educational Affairs
 - g. For matters involving discrimination or harassment based on a protected class, or sexual harassment, the Employee Advocacy and Fairness Department (See Roswell Park Policy 102.3)
3. Members of the Roswell Park workforce who report problems or concerns in good faith will be protected from retaliation, intimidation, retribution, harassment, or other adverse consequences.
4. Examples of retaliation may include, but are not limited to:
 - a. Demotion, termination, denying accommodations, reduced hours or compensation, or the assignment of less desirable shifts;
 - b. Publicly releasing personnel files;
 - c. Refusing to provide a reference or providing an unwarranted negative reference;
 - d. Labeling an employee as "difficult" and excluding them from projects to avoid "drama;"
 - e. Undermining an individual's immigration status; or
 - f. Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.
5. Members of the Roswell Park workforce who engage in retribution, intimidation, retaliation, or harassment will be subject to disciplinary action up to and including termination from employment in accordance with the terms of the collective bargaining agreements, if applicable.
6. Confidentiality regarding employee concerns and problems will be maintained at all times insofar as legal and practical, informing only those personnel who have a need to know.
7. Management staff, the Compliance Office, the Employee Advocacy and Fairness Department and the Department of Human Resource Management maintain an "open door policy" to allow individuals to report problems or concerns.
8. Reports made as contemplated by this policy will be investigated promptly and in an appropriate manner.
9. The Roswell Park Compliance Hotline (716-845-3566) permits individuals to call anonymously or in confidence to report problems and concerns or to seek clarification of compliance-related issues. It should be noted, however, that anonymous reports often omit important factual information needed for an effective investigation.
10. Members of the Roswell Park workforce cannot exempt themselves from the consequences of wrongdoing by self-reporting, although self-reporting may be taken into account in determining the appropriate course of action.
11. This policy protects those members of the Roswell Park workforce who make reports in honesty and in good faith.

12. Members of the Roswell Park workforce who intentionally or recklessly make false reports will be subject to disciplinary action up to and including termination from employment in accordance with the terms of the collective bargaining agreements, if applicable.

E. REFERENCES

1. Roswell Park Policy [#102.3: Policy on Unlawful Discrimination, Harassment, Sexual Harassment, and Retaliation](#)
2. <https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>
3. Roswell Park Policy [#125.1: Corporate Code of Conduct](#)

F. DISTRIBUTION

This Policy and Procedure will be distributed to all Roswell Park Managers via the Roswell Park internal web page and to holders of backup hard copies of the manual. Managers are responsible for communicating policy content to pertinent staff. This policy must be provided to all employees in person or digitally through e-mail upon hiring and will be posted prominently in all work locations. For those offices operating remotely, in addition to sending the policy through email, it will also be available on the organization's shared network.